



## COMMUNITY EDUCATION BUILDING CORP. POSITION DESCRIPTION

**Title: Assistant Building Mechanic**  
**Reports To: Facility Manager**  
**[www.cebde.org](http://www.cebde.org)**

### POSITION

As the CEB Assistant Building Mechanic, you will be responsible for performing routine building maintenance and repair tasks.

### ESSENTIAL JOB FUNCTIONS

1. Perform all maintenance and repair tasks under the direction of the Facilities Manager or Lead Building Mechanic.
2. Ensure that the interior and exterior of the building are at all times clean and inviting.
3. On a daily basis ensure that the exterior of the building and the lobby is clean and free of trash, leaves, graffiti, etc.
4. Develop and implement systems to ensure the timely repair and/or replacement of:
  - a. damaged ceiling tiles
  - b. walls, floors
  - c. exterior and interior lighting
  - d. locks (ensuring full compliance with building policies regarding keying and lock replacement).
5. Respond to appropriate school requests for maintenance assistance, and notify Facilities Manager if assistance is outside the scope of routine repair/maintenance.
6. Maintain Loading Dock area: keep the area clean and orderly, ensure that deliveries are distributed, ensure that area is secure at all times, limit all access to building through loading dock.
7. Receive deliveries.
8. Escort vendors through building.
9. Maintain Trash and Recycle Compactors – ensure proper operation and uninterrupted service.
10. Maintain Trash and Recycle pick-up and drop-off.
11. Install and maintain in good working order all Soap Dispensers, Paper towel Dispensers, and room fresheners.
12. Upon request, install classroom and office items such as white boards, dry erase boards etc.
13. Upon request, move, repair, assemble/disassemble office furniture.
14. Upon request, assist schools with the set-up and take-down of seating and equipment for assemblies and events.
15. Promptly resolve assigned work orders.
16. Timely and accurately document work in the building-wide work order system.
17. Assist with all landscaping duties as requested by the Facilities Manager.



## ESSENTIAL JOB FUNCTIONS (CONT'D)

18. Assist with snow and ice removal as requested by the Facilities Manager.
19. Provide general building security.
20. Utilize all safety precautions.
21. Wear all Safety PPE equipment.
22. Perform other maintenance duties as requested by the Facilities Manager or Lead Building Mechanic.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- At least 5 years' experience with commercial building repair and maintenance
- Specific experience with carpentry, custodial, plumbing in large commercial building preferred
- Ability to work with hand and power tools
- Experience with OSHA regulations and compliance
- Ability to read, write, speak and understand English fluently
- Strong communication and interpersonal skills
- Customer-service oriented
- Ability to meet or exceed the company's attendance and punctuality standards
- Ability to work with minimal supervision
- Good time management
- Experience with building automation systems
- Experience with computerized work order and building maintenance systems

## SPECIAL REQUIREMENTS

- Color vision and good hearing
- Must pass physical examination
- Ability to push minimum 100 pounds; ability to lift minimum 50 pounds
- Ability to climb ladder and step ladder
- Ability to bend at the waist, sit, kneel, lay horizontally, climb, walk, etc., as job may require
- Must be able to work flexible hours, including evenings and weekends

## EDUCATION

- High School Diploma required; Associates Degree or other advanced training preferred

## HOW TO APPLY

A cover letter is required. Please submit your letter and resume to Linda Jennings: Email: [ljennings@cebde.org](mailto:ljennings@cebde.org); Fax: 302-468-4587; Mail: 1200 N. French Street, Wilmington DE 19801, Re: Assistant Building Mechanic.